



**PERIVALE**  
PRIMARY SCHOOL

## Governor Visit Policy

Committee with oversight for this policy – Management Committee	
Policy to be approved by the Chair of Governors	
Policy last reviewed by the Management Committee	11/10/2016
Policy last ratified and adopted by the Chair of Governors	07/10/2016
Policy / Document due for review	Autumn 2019

# Perivale Primary School

## Governor Visit Policy

### **Why Governors visit**

Governing bodies are responsible for monitoring and evaluating the work of the school. The great majority of governors' time will be spent in governing body meetings and receiving reports from the Head Teacher and school staff, but visiting the school helps governors put this information into context.

School visits can be very rewarding, informative and can develop closer links between the governors and the school staff. It is important that governors and staff embark on the process of governor visits having jointly agreed a coherent and transparent approach.

### **The purpose and potential benefits of governor visits.**

- To recognise and celebrate success
- To enable governors to receive feedback regarding the impact of initiatives or priorities.
- To develop a closer relationship between staff and the governing body
- To enable staff to understand better the roles and responsibilities of governors
- To give staff a greater opportunity to share ideas with governors
- To enable governors to understand the range of school activities
- To enable governors to appreciate the current environment of the school
- To enable governors to see policies in action
- To enable governors to be more informed in their decision making
- To enable governors to find out more about resource needs

Governor's visits are not a form of inspection. It is not the role of governors to make judgments of the professional expertise of the staff.

### **Procedure for visits**

#### **Prior to visits**

- All visits need to be planned carefully with a member of the Senior Leadership Team and the agreed member of staff.
- Planning should clarify:
  - The purpose of the visit
  - Who will accompany the Governor on the visit
  - Which staff are to be interviewed or visited and who will inform them
  - How the governor(s) will involve themselves in the activity or learning walk
  - The reporting back process i.e. what and to whom.

#### **During the visit**

- Governors should observe any class guidelines /rules
- Governors should fulfill the agreed purpose

### **After the visit**

- The Governor(s) will wish to:
  - Thank the members of staff and pupils
  - Discuss the visit with the members of staff involved in the visit
  - Discuss the outcome with a member of the Senior Leadership Team
  - When writing up a report, give an opportunity for the Senior Leadership Team and staff member to read and comment before publishing

### **Reporting**

The report needs to be emailed to the Clerk to the Governing Body to arrange presentation at the management committee or teaching and learning committee before being presented to the full governing body.

### **Possible activities for a governor**

There is a large range of opportunities to visit, not all are during the school day.

- Tour of the school
- Meeting with a particular member of staff linked to a particular focus area.
- Attending training sessions
- Visiting classes with a specific focus
- Attending a lesson with a specific focus
- Participating in appointment of a member of staff
- Accompanying school trips
- Involvement in, or visit to an assembly
- Visiting or supporting a school performance or event
- Attending parents consultation evenings (not individual interviews)

This list is not definitive but the basic ground rules should always apply: plan and agree the visit beforehand with appropriate staff.

### **Annual visit programme**

All governors should seek to undertake three visits a year. Governors will be required to provide their availability for each term so that visits can be pre-arranged. This ensures that staff and members of the SLT are prepared in advance. Each committee will develop links with appropriate staff.

## Appendix 1 Visit Checklist

1. Focus areas will be allocated at the beginning of each academic year by the Chair of the Governing Body in agreement with the Head Teacher.
2. Familiarise yourself with your focus area by researching and gathering relevant information.
3. Phone to make an appointment with the appropriate member of the Senior Leadership Team and clarify the purpose of your visit, discuss any issues or concerns, confirm the dates and times etc.
4. Focus on what you see and hear, do not make judgements
5. Avoid sitting in the corner writing – it can be off putting for the staff involved. Make some brief notes that you can write up later.
6. Ensure that you are able to speak with the teacher / other staff involved when you have completed your visit in order to thank them for their time and input and ask any follow up questions you may have.
7. Please discuss your visit with a member of the Leadership Team before you leave.
8. Please write up your visit using the template provided and provide copies to relevant staff.
9. Be aware that copies of your visit report will be attached to governing body minutes and should not identify any children or members of staff. Please use job titles to describe members of school staff.

## Appendix 2 Visit Report proforma

Name of Governor:
Date of visit:
Purpose of visit:
Staff Contacts:
Focus:
Background information:
Notes on visit:
Impact:
Future plans:

**Send to the Clerk to the Governing Body for circulation**