



PERIVALE
PRIMARY SCHOOL

Governor Visit Policy & Procedure

Committee with oversight for this policy – Management Committee	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Management Committee	06/03/2020
Policy last ratified and adopted by Full Governing Body	20/03/2020
Policy / Document due for review	March 2023

Why Governors visit

Governing bodies have a statutory responsibility to promote high standards at their school, and must monitor and evaluate its effectiveness in this respect. Through visiting our School, governors can get to know it better. It is important that governors and staff embark on the process of governor visits having jointly agreed a coherent and transparent approach. This policy will provide an agreed framework within which governors will plan and carry out their School visits.

The purpose and potential benefits of governor visits.

- To contribute to the Governing Body's monitoring role especially around the school's priorities.
- To recognise and celebrate both staff and pupil achievement
- To develop a closer professional 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 see initiatives and policies in action and assist the governing body in evaluating their impact
- 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 must be planned in consultation with the Head teacher and the agreed member of staff. The Head teacher and staff will promote governor visits as valuable and positive.

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.
- The school will provide visiting governors with relevant information before the visit.

During the visit

- Governors should observe any class guidelines /rules
- Children will be informed of who the visitor is, and what they are expected to do.
- Governors should fulfill the agreed purpose of the visit

- The school and visiting governors will ensure any confidentiality issues will be adhered to

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

Reporting

When writing up the report, give an opportunity for the Headteacher and staff member to read and comment before publishing. 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 the headteacher and staff 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 or email to make an appointment with the link staff member (cc in the headteacher) and clarify the purpose of your visit, 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 the headteacher before you leave.
8. Please write up your visit using the template provided
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