



PERIVALE
PRIMARY SCHOOL

Governor Visit Policy & Procedure (Revised November 2021)

Committee with oversight for this policy – Resources Committee	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Resources Committee	19/11/2021
Policy last ratified and adopted by Full Governing Board	03/12/2021
Policy / Document due for review	November 2024

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
- Provide a verbal update of the visit with the head teacher

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
 - When writing up a report, give an opportunity for the Headteacher 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 the headteacher and staff are prepared in advance. Each committee will develop links with appropriate staff.

Appendix 1

Perivale Primary

Governor Visit Template

Formal monitoring visits are where you discuss the progress of the school in a particular area with the relevant staff member. Use this form as a reminder of what to look for and what to ask.

Part 1: plan the visit	
Name and role of governor(s)	
Name and role of staff member(s)	
Date and time of visit	
Agreed focus <i>Make sure you focus on this agreed reason for the visit. Avoid getting distracted by other issues that haven't been agreed with the member of staff.</i>	
Relevant school objective or priority <i>This might be taken from the school improvement plan (SIP) objectives or the school's overarching vision.</i>	
Questions to ask <i>Note specific questions you want to ask based on the SIP, or points to follow up on from a previous visit. Share these questions with the staff member you're visiting in advance, so they can prepare.</i>	

What is the school doing within this area of focus?

Tips:

- *Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'*
- *Don't be afraid to clarify any terms or acronyms you're not familiar with*
- *Remember you're not there to pass judgement on staff or inspect them – you remain an observer*
- *When writing the report, use neutral language and don't name individual teachers and pupils*

How do you know the school's actions are having an impact?

Remember:

- *Include specific evidence that demonstrates the positive impact the school is having in this area*
- *Where a positive impact hasn't been made yet, note down why that is and what steps are being taken to make progress*
- *Add any further evidence you'd like to see to help you make a better assessment of the impact*

What successes stood out and why?

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Questions and clarifications to follow up with the headteacher or chair of governors

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Completed form to be reported to Standards/Resources Committee

Signed by: