



ENGLEFIELD CE PRIMARY SCHOOL

GOVERNOR VISITS POLICY

Sowing the seeds for a flourishing future

Purpose and background

Governing bodies have a statutory responsibility to promote high standards of education and wellbeing at their school and should monitor and evaluate effectiveness in this respect. All governors will discharge their responsibility to support and nurture the school if they understand and experience first hand the way the school community applies and achieves the values it enshrines and which governors should uphold. Through visiting the school, Governors can get to know it better; an effective partnership between Governors and staff, based on mutual respect and understanding and shared values, benefits the whole school community.

The Governing Body is a corporate body and Governors visit the school as representative members of that body, not as interested individuals.

Policy Objectives

This policy aims to provide an agreed framework within which Governor visits to the school may be planned and carried out. The purpose of Governor visits is to:

- Enable Governors to be more informed in their decision making
- Enable Governors to play a full part in the implementation and evaluation of the School Development Plan and the values it is based on.
- Enable Governors to understand the range of school activities
- Enable Governors to effectively monitor key aspects of the school
- Develop a closer relationship between staff and the Governing body
- Give staff a greater opportunity to share ideas with Governors
- Enable staff to better understand the roles and responsibilities of Governors
- Recognise and celebrate success, as well as work on areas of improvement.

Management of policy

School: This policy has been prepared by Governors and the Senior Leadership team. Staff have been consulted during its preparation. It will be implemented and managed by the Headteacher in liaison with staff.

Governing Body: The Governing Body has delegated the oversight, review and update of this policy to its Development Committee

Approved: Spring 2024

Next Review: Spring 2026

Associated policies/documents

Parent Helpers & Other Volunteers & Visitors
Safeguarding/Child Protection Policy

1. Guidelines for organising a visit

Visits should be at mutually convenient times and avoid busy or stressful periods in the school calendar

- The purpose of the visit should be clear and should have been agreed between Governors, the Headteacher and relevant staff. Staff should see any guidelines issued to Governors prior to visits so they can draw Governors attention to key areas or aspects of a lesson.
- The focus of visits should link closely with the School Development Plan or school self evaluation and have been discussed and agreed by the appropriate Committee or lead Governor.
- The School should assist Governors to prepare for their visit by providing a briefing and any relevant documents for reading in advance.
- If the visit is to a lesson, Governors will be introduced to children at an appropriate time, e.g. assembly or the beginning of a lesson and will be addressed formally e.g. Mr or Mrs. Governors will be given a clear indication as to when there will be time to talk with the class teacher and clarify any questions or observations they may like to raise or have clarified.
- Governors and staff should observe the key principles of the Governor Visits Policy and the Code of Conduct, including dress code.

2. During the visit

Governors and School staff should understand that the visit is not an inspection – Governors are visiting to learn more about the school and to gather information to inform decision making by the Governing Body and enable them to perform their responsibilities effectively as the accountable Governing Body of the school. The direct monitoring and evaluating of staff performance and the quality of teaching and learning is the responsibility of the Headteacher and Senior Teacher.

During the visit Governors should:

- Be punctual, sign in, wear their ID badge and adhere to the school's dress code.
- Be aware of and observe the school's Child Protection and Health & Safety policies/procedures.
- Ensure confidentiality is observed - Governors may be privy to sensitive information during their visit, therefore confidentiality is paramount.
- Be sensitive to the role and responsibilities of the teacher in the classroom environment and the effect a visitor's presence may have.
- Avoid giving personal opinions that may be interpreted by staff as the views of the Governing Body.
- Enjoy the experience and assist the teacher if invited to do so.

During the visit school staff should:

- Be aware of the role of the Governor and the purpose of the visit.
- Be aware that Governors come from a range of backgrounds, not necessarily educational, and should therefore help their visitor to feel comfortable in an unfamiliar environment.
- Be prepared to provide briefing and explanation to the Governor to ensure the objective of the visit is successfully met.
- Regard the visit as a constructive opportunity to inform a member of the Governing Body and assist them in their role.

3. Following the Visit

Following the visit, Governors should share their observations and learning with the Governing Body and Headteacher:

- The Governor should discuss their thoughts and observations with the Headteacher immediately after the visit, following up on any areas that might benefit from further clarification.
- The Headteacher will discuss the visit with the relevant member of staff and give/receive feedback, where appropriate.
- A standard form (Appendix 1) should be completed by Governors and submitted to the Headteacher and Chair of the relevant committee within a week.
- A summary of the report will then be submitted by the Chair of the Committee or Headteacher to the Clerk for circulation to all Governors and inclusion in the minutes of the next full Governing Body meeting.
- A short verbal feedback report may be requested at the full Governing Body meeting.



Record form for reporting on a governor's school visit

Name:	Date of visit:
Purpose of visit	
Links with the School Development Plan	
Observation and comments by the Governor	
Any key issues for discussion with the Headteacher, relevant Committee or full Governing body	
Any action required	