

# Ringway Primary School Governors' Visits to School Policy

*The Future starts here*

Our aim is to provide the foundations for a positive future for our pupils. A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do. A future where they are both literate & numerate & can think critically. A future where they make a positive & respectful contribution to their culturally diverse community . A future where they show mutual respect & tolerance at a local, national & global level. A future where they aspire to be the best they can be & achieve their full potential

Created ...Spring 17 to be reviewed 2020  
Signed C of Gov.....  
Headteacher.....

## **Governors Visits to School Policy and Guidance**

### **VALUE OF VISITING**

1. Observe the range of attitudes, behaviour and achievements of the pupils.
2. Understand the views and values of the staff and pupils.
3. Evaluate the resources and the environment of the school.
4. Gain first hand information to assist policy making and decision taking.
5. Governors are known and demonstrate their commitment to the school.
6. Observe the operation of policies.
7. Give active support to the activities of the school.
8. Aware of changes and different approaches to teaching and learning.

### **VALUE OF A POLICY**

1. Demonstrate being a critical friend of the school.
2. Holding the school to account, evaluating its progress.

### **FREQUENCY OF VISITS**

1. All Governors to make at least one visit each year during school time.

### **ARRANGING AND PLANNING A VISIT**

1. Agreed date and time with the member of staff involved.
2. Clarify what you will do:
  - a. Time of arrival
  - b. Time of departure
  - c. Who you will see
  - d. Agree to report back to the governors.
3. Remember that you are representing the governing body and are a guest of the school.
4. Remember to respect the professionalism of the teachers and to respect the children.

### **RECORDING A VISIT**

1. The record should be completed and given to the Head and then a copy passed to the teacher.
2. It will be stored in the Governors' Visiting Folder.

## **CONCLUSIONS**

1. Be supportive of the Head and staff.
2. Be calm
3. Ask questions: What, Why, How ,Where
4. Beware giving opinions
5. Acknowledge that you represent the full governing body. As an individual governor you are a guest of the school.

## **Guidance Information**

### **INTRODUCTION**

Individual governors do not have an automatic right to enter the school. But they do need to be able to visit from time to time in order to develop their understanding of how the school works to enable them to better fulfil their statutory responsibility for the conduct of the school.

Being a school governor is a big commitment and school recognises that not all governors have the time to come into school.

However, if you do make a commitment to become a link governor, for instance, there is an expectation that you should visit the school some time during the academic year.

Governors should arrange their visits in consultation with the Headteacher, who has responsibility for the day to day management of the school, and the appropriate teacher.

### **PURPOSE OF THE VISIT**

There should be a clear purpose for your visit. This may be established through your role as a school link governor, or an issue arising out of a governing body meeting.

For example:

- ⇒ Is the visit linked to the School Improvement Plan?
- ⇒ Is the visit linked to your responsibility for a designated area eg SEN?

### **SETTING A DATE**

- ⇒ Contact the office to agree a date when you will be able to make the visit.

### **BEFORE THE VISIT**

- ⇒ Discuss the proposed agenda with any staff involved, eg how do they want you to integrate into the lesson?

- ⇒ Be clear beforehand exactly what you are observing.
- ⇒ Try to prepare questions for staff in advance. The teacher may be able to guide you on this.
- ⇒ Discuss with the postholder if any supporting information is available - OFSTED report, School Improvement Plan, Performance Data.
- ⇒ If you would like to make notes, discuss this with the classroom teacher before the visit. **PLEASE NOTE: it is NOT the role of governors to monitor teachers or teaching practice and your comments should be restricted to the area of focus.**

### **DURING THE VISIT**

- ⇒ Ensure that you arrive promptly at the agreed time.
- ⇒ The class teacher will introduce you to the children and explain what your role in the classroom will be.
- ⇒ Avoid being conspicuous. You do not want to be a distraction to the children. Get involved if the teacher has agreed that this would be appropriate.
- ⇒ At the end of the lesson, remember to thank the teacher and the children for allowing you to spend time in the classroom.

### **AFTER THE VISIT**

- ⇒ Discuss what you have observed with the teacher. Use the opportunity to clarify any issues you are unclear about.
- ⇒ Thank the teacher for supporting you in your role as a school governor.
- ⇒ If you didn't make notes during your visit, make them as soon as possible after your visit, while it is still fresh in your mind.
- ⇒ You should complete a short written report to the governing body about your visit. The headteacher and teacher whose class you have observed should receive a copy of the draft report before it is circulated to the governing body.

### **GUIDANCE NOTES**

1. If you have any queries arising out of your visit you with the teacher.
2. If you are making a written report send or take it to the headteacher before circulation to the full governing body.
3. If you work in the school or attend as a volunteer helper, you need to be clear about your role, ie you are in school as a helper, and **NOT** as a governor.
4. If you have a child in the school, it is inappropriate for you to visit your child's class as an observer.

**REMINDER** - Governors do not have an automatic right to enter the school. If you do want to visit the school in your role as a school governor you should make sure that:

- a) there is a clear focus for your visit, and
- b) the visit has been agreed with the appropriate class teacher.

## School Visit Record for Governors

Name	Date	Discussed with headteacher	
Purpose of visit (Previously agreed by the governing body with the head teacher)			
Links with the School Development Plan (How does the visit relate to a priority in the School Development Plan?)			
Governor observations and comments (E.g. What did you see? What did you learn? What would you like clarified? How long did the visit last?)			
Any key issues arising for the governing body			
Agreed actions following governing body meeting			