



Governor Visits Policy

Core Values

Readiness

Resilience

Respect

School Values

Independence

Ambition

Compassion

Co-operation

Initiative

Enjoyment

Responsibility

Confidence

Celebration

Kindness

Honesty

Individuality

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1 Introduction

Every governing body has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors are also held to account for their school's performance.

"The contribution of governors to the school's performance is evaluated as part of the judgement on the effectiveness of leadership and management" (p27, Sec 5 Handbook – updated Oct 2017). In making the judgement on leadership and management, school inspectors will consider:

- The leaders' and governors' vision and ambition for the school and how these are communicated to staff, parents and pupils
- Whether leaders and governors have created a culture of high expectations, aspirations and scholastic excellence in which the highest achievement in academic and vocational work is recognised as vitally important

Inspectors will also consider whether governors:

- Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition
- Provide a balance of challenge and support to leaders, understanding the strengths and areas requiring improvement at the school

One of the best and most effective ways in which a governing body can get to know about their school is to visit during the school day and see it work, talking to staff and pupils and finding out what happens in the school and the classrooms.

If school visits are done well they will add to governors' understanding of their school, its staff and pupils.

2 Vision and Values

Kender Primary School has link governors who are allocated subjects or focus areas as a way of monitoring the curriculum. These allocations are linked to the school's main priorities as identified in the School Development Plan.

Developing the role of link governor allows the governing body to focus in more depth on particular areas of school life:

- The management of the school's resources
- The condition of the building and its use
- The development of teaching and support staff
- A specific subject area or a particular focus group

This enables governors to be more aware of the school's needs, better able to approach staff and in a better position to support the school within the community.

Governor visits are not a form of inspection and no judgement about staff's professional expertise or about the quality of teaching and learning is expected.

3 Aims

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school. Governors do not have an automatic right to enter Kender Primary School. When they do so, they are invited guests.

This policy sets out the procedure which all governors are expected to follow when visiting Kender Primary School and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose, so school visits are a productive and enjoyable event for all involved.

4 Guidance and scope

This policy takes account of best practice and guidance from the [Governance Handbook](#) (section 3.4.2).

4.1 Governors are observers

Boards must know their schools in order to maintain robust accountability. Through pre-arranged visits that have a clear focus, governors will:

- Observe whether the school is properly implementing school policies, and actions from the school improvement plan
- Observe how those procedures are working in practice
- Have the opportunity to gather the views of pupils and staff

4.2 Governors are not inspectors

Governors:

- Will not assess the quality of teaching and learning in the classroom
- Will not manage the school or interfere in the day-to-day operations of the school

For those governors who wish to spend time in a classroom, they will make it clear about their purpose in doing so.

5 Visits programme

Governors will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness. There are two types of visits:

- **Formal monitoring visits**, where governors discuss the progress of the school in a particular area with the relevant staff member
- **Learning walks**, where governors will go around the school with the relevant staff member to get a feel for a particular area and are likely to talk to a range of staff members and pupils

Governors will carry out school visits according to the following schedule:

5.1 Governors for health and safety, special educational needs, and safeguarding

These governors will attend:

- A termly 1:1 monitoring visits with corresponding staff leads
- Ad hoc meetings as required or requested on issues specific to their areas of responsibility

5.2 Subject/Phase lead governors

Subject lead governors will attend:

- A monitoring visit with the subject lead in November/Spring Term/Summer Term
- A learning walk/monitoring activity as part of the November/Spring Term/Summer Term visits

5.3 All governors

All governors will:

- Carry out at least one learning walk/monitoring activity each term; three in total over the full school year
- attend Governor Development Day in November: to comprise 1.30pm school walk/monitoring activity; 4.00pm Governor training; 6.30pm full GB meeting
- Attend at least one school assembly in the year
- Attend at least one educational visit/trip in the year

6 Before a visit

Governors will:

- Notify the headteacher and the chair before scheduling a visit, even if the headteacher will not be involved in the visit. They should be made aware just as a matter of courtesy
- Schedule an appointment with relevant members of staff in order to avoid friction and ensure visits are scheduled for times that are mutually convenient. Generally, governor visits are more productive when conducted during a school day
- Be sensitive to the numerous demands staff have on their time
- Clarify the purpose of the visit in advance with the chair, the headteacher and/or relevant member of staff ahead of the visit
- Send questions in advance to the staff member so everyone can feel properly prepared
- Be familiar with the school's safeguarding policies and procedures

7 During a visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and pupils and to receive the maximum benefit from the time spent.

Governors will:

- Be on time and meet with the headteacher ahead of the visit
- Always wear a visitor's badge
- Use the agreed recording method for the visit. Photographs and videos are to be avoided unless specifically agreed with the headteacher for a specific purpose
- Remain as observers; they are not there to pass judgement on staff or inspect them
- Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so
- Check with teachers before speaking to pupils
- Pass on any concerns the staff raise with the relevant people
- Be friendly but professional and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

Governors will not:

- Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning
- Interfere with the day-to-day running of the school
- Behave in a manner that would make staff feel that they are there to inspect, eg sit at the back of the classroom with a clipboard
- Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the chair of governors or headteacher after the visit

8 After a visit

Governors will complete a written report as soon as reasonably practicable [using the form attached as Appendix A (monitoring visit) or Appendix B (learning walk)], as appropriate. In completing the report, governors will ensure to:

- Use neutral language at all times
- Remain observational, and describe only what they see

- Focus closely on the agreed reasons for the visit, and its strategic role

Once complete, governors will submit their reports to the following people, in the following order:

- A more experienced governor for feedback - if they've been in place for less than one year
- The relevant staff member, both as a courtesy and to check for accuracy
- The headteacher, as a courtesy
- The chair of the governing board or the relevant committee, as agreed

Appendix 1
Template report for a monitoring visit

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. [Examples highlighted in yellow]

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 Make sure you focus on this agreed reason for the visit. Avoid getting distracted by other issues that have not been agreed with the member of staff.	
Relevant school objective or priority This might be taken from the school improvement plan (SIP) objectives or the school's overarching vision.	
Questions to ask 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 are visiting in advance, so they can prepare.	

Part 2: in the meeting
What is the school doing within this area of focus?
<i>Tips:</i> <ul style="list-style-type: none">Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'

- Do not be afraid to clarify any terms or acronyms you're not familiar with
- Remember you are **not** there to pass judgement on staff or inspect them – you remain an observer
- When writing the report, use neutral language and do not 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 has not been made yet, note down why that is and what steps are being taken to make progress
- Add any further evidence you would like to see to help you make a better assessment of the impact

What successes stood out and why?

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

Appendix 2

Template report for a learning walk

Learning walks are where you will go around the school with the relevant staff member to get a feel for a particular area. You are likely to talk to a range of staff members and pupils. Use this as a reminder of what to look for and what to ask. [Examples highlighted in yellow]

Part 1: plan the walk	
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 have not 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 are visiting in advance, so they can prepare.</i>	
Part 2: on the walk	
General notes from discussions with staff <i>Tips:</i> <ul style="list-style-type: none">• Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who', 'where'	

and 'can you show me...'

- Do not be afraid to clarify any terms or acronyms you're not familiar with
- Remember you are not there to pass judgement on staff or inspect them
- When writing the report, use neutral language and don't name individual teachers

General notes from discussions with pupils

Remember:

- Do not ask them for pupils' views on a specific teacher
- Do not record pupils' names

General notes on the school environment and overall atmosphere

Note:

- Whether the governors' vision of the school is replicated on the ground
- Any issues with the school site you see eg broken equipment or lack of resources

What successes stood out on the learning walk and why?

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