

School Policy Statement on: Governors Visiting the School

Rationale

Personal observations made on School Visits are a major source of information. The experience involves teamwork; it must be directed towards a common goal and founded upon good relationships with the professionals. There must be trust.

Visiting increases understanding and assists informed judgement; it allows the Governing Body to gain valuable, externally validated evidence on the performance of the School and so improve the quality of its decision making.

Purpose

All visits need a clear purpose which forms a part of a Policy agreed by the Governing Body, the Head Teacher and Teachers. Purposes might include:

- Knowing more about the work and organisation of the School;
- Keeping up to date with developments;
- Offering visible support;
- Implementation of the School Improvement Plan, or reviewing its success.

Visiting is also a function of the Governing Body as a whole. All Governors should decide on the structure and pattern of visiting by individual members.

It is crucially important to make clear in advance the status of a visit to School, when undertaken on behalf of the Governing Body.

Governors are not inspectors or advisers; it is not their job to assess the professional competence of individual teachers.

Guidelines

Good visiting practice will:

- Include clear objectives and intentions shared and agreed beforehand with the Head Teacher;
- Take into account that a visitor's presence may affect proceedings;
- Give visitors a chance to get a feel for the School;
- Include an awareness of the Do's and Don'ts Checklist, as attached;
- Include the completion of a Governor Visit Monitoring Report, as attached.

Monitoring and Review

Reviewed 12/11/19
Reviewed 17/11/20
Reviewed 16/11/21
Reviewed 15/11/22
Reviewed 14/11/23
Next review November 2024

Checklist for Visiting Your School

The following checklist of Do's and Don'ts may be useful.

For Governing Bodies

Do:

- Have an agreed Policy (written or verbal) and a system for reporting back;
- Plan a timetable of visits so that every Governor has the opportunity to visit during the year;
- Agree an explicit purpose and plan for each visit which has been communicated to all parties;
- Consider different styles of visit, for example paired visits where an experienced Governor partners a less experienced one.

For individual Governors

Do:

- Negotiate a mutually convenient time with the Head Teacher, Teacher etc. to ensure that the visit is expected;
- Look at the possibilities for developing links with a class, year group, subject department;
- Thank the Head Teacher, Teacher etc. at the end of the visit;
- Give praise where it is due;
- Make a point of listening rather than talking;
- Dress appropriately and follow the normal School Rules - for example, don't chew gum!
- Include a 'debriefing' session with a member of the Senior Leadership Team;
- Discuss any concerns the visit may raise with the Head Teacher;
- Be polite, tactful and sensitive;
- Avoid stressful periods such as during or just before an Ofsted Inspection, SATs, the first and last weeks of term, unless specifically requested to attend;
- Visit at different times of the day, term, year;
- Try to attend any special occasions, especially if regular daytime visits are difficult;
- Try to attend when you have been specifically invited;
- Go in as a helper where appropriate and possible.

Don't:

- Go in like an Inspector;
- Sit at the back, writing notes;
- Go in unannounced;
- Interfere with the organisation of the Class;
- Try to talk to the Class Teacher while they are teaching - wait until the end of the session;
- Criticise the performance of a Teacher, even in a constructive manner, during your visit;
- Make promises to staff on behalf of the Governing Body.

GOVERNOR VISIT MONITORING FORM
NAME OF SCHOOL: TWO MOORS PRIMARY SCHOOL

NAME OF GOVERNOR:	DATE OF VISIT:
Class name / Year Group:	No of children:

Subject and purpose of visit:

Linked to School Improvement Plan Priority:

To note that the Governor's role is not to make any judgements on the quality of teaching but to observe the process of the Learning Walk, Workbook Scrutiny or other procedures within the School.

Details of Observation:

Areas highlighted by staff or following discussions with staff:

Governor Signature:	Staff Signature:
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Please hand completed form for attention of the Chair of Teaching and Learning Committee