

**Governing Body Visits Policy**

**October 2023**

**Aim of visits**

Through our programme of individual governor visits we aim to:

* enable informed celebration of excellence in school
* improve governors’ knowledge of the ethos of the school and their awareness of the work within the curriculum
* assist the whole governing body to fulfil its statutory role with regard to monitoring and evaluation
* improve governor understanding of the needs of the school and the priorities for the school development plan
* monitor and evaluate the current school development plan especially in relation to curricular Issues
* improve governor links with staff, pupils and parents
* help governors to be better able to support the school community
* We hope that, if possible, all governors will visit termly during the working day.
* All new governors are offered an introductory visit soon after their appointment as part of their induction programme.
* Governors are welcome to visit the school informally (but with prior notice).
* Specific invitations are sent for some occasions.
* Visits to talk with the head or curriculum coordinator can also be made by appointment.
* Governors receive copies of parents' newsletters which contain notice of events and they are most welcome to attend any of these.
* Most often, governors will make monitoring visits as part of their monitoring and evaluation role.

**Monitoring visits**

Points of focus can include:

* aspects of the school/subject development plan
* the responsibilities of the governing body with regard to specific issues e.g. Special Educational Needs, Health and Safety, Performance Management, Safeguarding Children
* link governor roles
* particular emphasis on one year group, or on one major aspect of the curriculum.
* information-gathering for a project currently being undertaken
* What governor visits are NOT about:
* making judgements about quality of teaching and operational management
* checking the progress of own children
* pursuing personal agendas
* monopolising teachers’ time
* arriving with inflexible preconceived ideas
* interrupting or giving ideas or suggestions.

**Protocol**

Child protection is taken very seriously in our school. Governors should never be left on their own

with children and must avoid putting themselves in a vulnerable situation e.g. talking with a child

on your own and out of sight in a classroom quiet area; or walking into an area where children are

changing. If governors become regular helpers in school, they will be required to complete

appropriate police checks as with any other helper working in school.

Governors should at all times be aware of the confidentiality of what they see or hear.

In the unlikely event of governors observing something which gives them serious cause for

concern, they should take the matter up as soon as possible with the headteacher.

Governors should remember that they are role models, and observe common courtesies at all

times.

**Format for visits**

1. Arrange a visit with the headteacher and/or the appropriate curriculum leader.

2. Agree the aim of the visit and arrangements for it in advance. Ensure that the headteacher

is aware of the details of the visit.

3. Report to Reception on arrival and obtain a visitors’ badge.

**The visit**

Visits may take place in the classroom, and staff will have been consulted about the date and

purpose of the visit. This will have enabled them to prepare any information related to the focus of

the visit and to set up a programme for the governor.

**Reporting back**

Governors will record their visits and observations (non-judgementally) in a written report for

consideration at the next meeting of the governing body (or appropriate committee). This school

uses a pro forma (see attached) for each governor visit.

Alternatively a verbal report can be made, which will be recorded by the clerk.

**Code of Conduct for Visits**

• Governors will undertake appropriate training/guidance prior to visiting

• Governors will adhere to the policies of the school

• Formal visits will be part of an agreed plan and timings mutually agreed

• Visits will be agreed with the Head

• Visits will be undertaken in the spirit of collaboration

• Staff will understand why governors are visiting

• Governors will be guided by staff during visits, in terms of participation

• Any safeguarding issues will automatically be reported to the designated person

• Governors will only act within corporate guidelines

• All written reports will be available to staff

• Governors will observe appropriate confidentialities

• Governors will feedback as required to the Governing body