

Policy for <b>Governors' Visit Policy</b>		 
Date of policy:	October 2020	Committee: Finance & Personnel
Next review:	October 2023 Review Period 3 Year	

## Together we Achieve, Together we Believe, Together we Care

### Achieve

Together we will be the very best that we can be.

### Believe

Together we will live, share, experience and celebrate our Catholic faith.

### Care

Together we will be a safe, caring community where we value ourselves, respect and care for others and all of God's creation

Schools are busy work places and nobody can expect to just turn up, be shown around, or even wander around on one's own. The visit must fit in with the school and needs of the pupils.

### **Aim of Governor Visits at St Modwen's School:**

- undertaken as part of a strategic programme
- improve governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
- monitor and assess the priorities as outlined in the development plan

### **Types of Visit:**

- **Informal visits** - Governors are welcome to visit the school informally on many occasions during the school year, taking into account the needs of all concerned and the appropriate timing of visits.
  - Assemblies or Mass
  - Specific invitations may be sent for some occasions (e.g. Year 6 Awards Evening)
  - Governors will receive copies of parents' newsletters, which contain notice of school events and are welcome to attend these
- **Formal governor visits** - Governors are encouraged as individuals to make formal visits to the school to address specific issues in accordance with this policy. A maximum of 2 formal Governor visits per term.

### **Points to Consider:**

- how you might use your personal and professional strengths and interests to support the work of the governing body
- it's not necessary to know everything about all aspects of governance, work to strengths
- What can you do as a critical friend?
  - Attend school events
  - Visit the school
  - Attend training sessions
  - Be attached to a particular teaching subject
  - Provide a governors' noticeboard
  - Participate in school outings and social events
  - Invite staff to give presentations to the governing body

### **Before a Visit is Undertaken:**

- The purpose of the visit must be clear and agreed by the relevant committee or Full Governing Body with the Headteacher. The visit will be either: getting to know the school, link governor visit or linked to the development plan priorities. *I would suggest we do this at the beginning of the year first time around (just roughly who is coming and which half term or week), then do it at the end of each year in preparation of the next)*
  - Arrange details of visit, never turn up unannounced
  - Agree level of confidentiality
  - Agree purpose of visit
  - Discuss the context of the lesson to be observed, remember you are observing what is being learned, not what is being taught
  - If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.
  - Members of staff are always free to say that it is not convenient for a governor to come in at any particular time
  - The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to visiting

### **During the Visit:**

- Governors will, at all times, report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.
- Ensure their visit focuses on the agreed purpose and objectives.
- Prepare for the visit and listen to what staff and children have to say.
- Classroom visits might include;
  - Supporting a group of children on a set task
  - Informal observations of children at work
  - Opportunities to speak with children on their work in progress
  - Opportunities for observing displays of work in the classroom, which show progress over time
  - Opportunities for pupils to demonstrate work to governors

- Governors should be aware of the confidentiality of what they see and hear.
- Governors should be discreet so as not to disrupt the lesson in progress. Don't sit at the back of the class, this can be disconcerting for the teacher, sit to the side, if possible, out of direct view of the teacher.
- Governors are there to observe and inform themselves. They will intrude as little as possible on the teachers' time.
- Avoid making promises to staff on behalf of the governing body.
- Governors should review the focus of the visit and clarify any queries with the appropriate staff before ending the visit.
- Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.
- Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as by using a clipboard.
- Recognise that sometimes it might be appropriate to leave the classroom should a situation arise which might become more problematic, e.g, a behaviour outburst.

### **After Visiting the School:**

- Give some time and thought to reflection.
- Write a note of thanks to all staff visited.
- Complete a visit report outlining the purpose and results of the visit (the visit report will be shared with all appropriate staff involved).
- Raise any concerns sensitively with the Head Teacher.
- Consider what went well and what did not go so well with respect to your involvement in the visit.
- Consider what you would do differently on a future visit.

Following completion of the agreed monitoring programme the governor should report back to the governing body or committee as appropriate.

**Related Documentation:**

**APPENDIX 1**

ST. MODWEN'S CATHOLIC PRIMARY SCHOOL

GOVERNOR'S VISIT

Governor Name:	Area (responsibility):	Date:
Staff Visited:		
Objectives of Visit:		
1.		
2.		
3.		
Brief Notes:		

**St Modwen's Catholic Primary School**  
**Governor Visits to School**

- Governor to arrange a mutually convenient time in consultation with the Head Teacher.
- Governor and Head Teacher to meet at the start of the day.
- Governor to have access to school documentation on the day as follows:
  - Strategic Development Plan
  - School Policy Documents
  - School Handbooks
- Governor to meet the co-ordinator of their link subject/area.
- Governor to complete a short evaluation of the visit.

**Evaluation:**

3 strengths of the school (related to the objectives of the visit):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3 areas I would like to know more about:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_