



St. John's C.E. Primary School

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Policy for: Governor Visits to Schools

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Target Audience	Staff, Governors & Parents
Is this a Statutory Document?	No

Context

Planned visits to school can enhance the strategic decision making of the governing board and help support the working relationships between staff and governors. This policy sets out the framework for a clear and consistent approach to support these visits which will provide a greater level of information and in depth knowledge at full governing board meetings.

School visits need to be well planned and focused on the Governing Board Development Plan. When planning visits, the aim is to balance board visibility with minimising disruption for the school. Visits must avoid clashing with important events and/or busy periods in school life. Consideration must be taken for the workload implications for staff who will be involved in the visits.

Governors should be prepared to sign into school on every visit, complying with DBS requirements and school policies on GDPR (General Data Protection Regulation) and personal IT devices such as mobile phones, laptops and tablets.

In order to comply with the school's safeguarding and health and safety requirements, governors visiting the school should be accompanied by a member of staff at all times.

Governors planning school visits are required to fill out the visit schedule and obtain approval from the Headteacher before undertaking a school visit. Governor school visits undertaken without permission will contravene St John's safeguarding policy and the Governors Code of Conduct and may result in a disciplinary procedure.

Governors are required to produce an agenda ahead of the school visit outlining the aim and purpose in line with the Governing Board Development Plan. The agenda is to be sent to the Headteacher and/or the Chair of Governors at least 72 hours ahead of the visit.

The teacher allocated on the visit schedule must accompany the governor at all times. Under no circumstances should a governor be on school premises without a member of staff present.

After the visit, a Governor Visit Feedback form must be completed and sent to the Headteacher. The form will be shared with the governing board and form the basis of discussion at committee meetings.

Purpose

The type of visits as described in this policy are different to those which governors may undertake for such reasons as attending school-specific events, meetings or helping in school. Governors' visits help to develop their knowledge of the school and deepen their understanding of the impact of their decisions on the provision and should be planned through the Governing Board Development plan. The key questions for governors to consider in committees will be informed by such visits and through subsequent discussions with school leaders.

Consistency of approach

Clarification of a key focus with a clear purpose is crucial and some basic principles should be considered in the context of the visit.

- What are the key issues for action in this area?
- How well is the action plan going?
- Do they have the support/resource needed to carry it out?
- What may be seen in relation to impact at this point?
- What needs to be done next?

The Governing Board is committed to adopting a consistent approach to support these visits by:

- Determining that the visit is part of an agreed programme to support strategic decision making

- Clear identification of what the outcomes for the visit are
- Adoption of an agreed proforma for completion by governors (Appendix 1)
- Agreement, understanding and engagement of staff in the purpose of the visit

Effective Management

The Governing Board is committed to the effective management of visits through:

- Clear guidelines of what expectations there are for both staff and governors as to who will have responsibility for what before/during/after the visit :-
 - Identification of designated member of staff to meet with the governor (Headteacher/Deputy/Head of Department/Subject leader)
 - Opportunity for Q & A session - either during/after the scheduled visit has taken place
 - Information sharing – governor’s completed proforma to be shared with staff member
 - Responsible person for dissemination of information
 - Identification of nominated person for the retention of completed proformas – available as part of published minutes

Equality and Fairness

Governors should take care to note that their visit is always only a ‘snapshot’ of the school at a particular point in time.

The Governing Board is committed to an equitable and fair approach to these visits through:

- Reinforcement of clarity of purpose
- Governors are not inspectors (even though they may be qualified to act as one in other contexts) and therefore they should not make written observations/comments about the quality of the teaching and learning which is beyond their remit
- Any concerns following the visit are raised with the Headteacher verbally
- Identification of individual staff or pupils by name is not permitted on any visit proforma as these reports must be made available for public inspection upon request.

Governors may also find this NGA document useful-‘*Knowing your school: School visits, holding your school to account*’ which is at <https://www.nga.org.uk/Knowledge-Centre/Good-governance/Effective-governance/NGA-Guidance-on-school-visits.aspx> which considers visits in greater detail.

St. John's C.E. Primary School

'High standards – through a caring community'



Governor Visit Feedback

Governor visits and involvement are key aspects of the leadership and Management of our school. Your feedback is invaluable in helping our drive for school improvement. Thank you for completing the details below following your visit to school.

Name of Governor:	Date of visit:	Purpose / Area / Aspect of School:	Link Governor Role:

2022, 2023 Key Priorities:

- 'To embed an early reading curriculum, across all key stages, which allows children to become fluent, competent readers and in which all staff are confident to deliver'
- 'To continue to develop the coherence of the curriculum offer to ensure sequential, rigorous teaching resulting in learning that is retained by all'
- 'To continue to refine practices at each stage of our graduated response to allow full access to the curriculum for all learners'

Findings from visit (relating to Key priorities above):

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Other issues discussed / matters arising from the visit (for feedback to the Governing Body):

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Impact on my own understanding as a member of the Governing Body:

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