

Barlow C of E Primary School Governors School Visits Policy

Document Status			
Date of Next Review	Nov 19	Responsibility	<i>Full Governors</i>
Success Criteria for review completion		Responsibility	<i>Chair</i>
Date of Policy Creation November 2016	Adapted school written model	Responsibility	<i>Chair of Governors</i>
Date of Policy Adoption by Governing Body 13th December 2016		Signed	
Method of Communication (e.g Website, Noticeboard, etc) Website			

Background

The Governing Body has appointed link governors to act as the liaison between the governing body and specific subject/curriculum areas or aspect of the work of the school. The role of a link governor is as a source of support to the school and a source of information for the governing body. An integral part of the link governor role is to visit the school and view lessons in particular subject/curriculum areas and to learn about the general running of the school.

It is important that visits are conducted in an appropriate way and the purpose of this policy is to provide a framework for visits with the following objectives:

- To enable all participants to make the most effective use of the visit;
- To help the school community to get to know the governors;
- To ensure that visits are conducted properly;
- To contribute to school improvement;
- To enable the Governing Body to carry out its statutory duty to monitor and evaluate the work of the school.

Format of visits

- a) The Governing Body, acting in consultation with the headteacher, will approve a schedule of governor visits annually to take place throughout the school year. The number of visits will be based on an average of two (or such number as is felt appropriate) visits per term.
- b) All staff will be provided with a copy of the schedule;
- c) Each visit will have a clear focus, linked to a particular subject/curriculum area;
- d) It is the responsibility of the visiting governor to arrange the date and time of their visit with the headteacher at least two school weeks in advance and agree the purpose of the visit;

- e) At least one school week in advance, the headteacher will notify all appropriate staff of the date, time and purpose of the visit and arrange for any relevant information to be available for the visit;
- f) Governors visiting the school to observe lessons shall be present at the beginning of the lesson to:
 - Enable the governor to be introduced to pupils and explain the purpose of the visit;
 - Avoid disruption to lessons.

Aspects for consideration during the visit

- ✓ General ethos and atmosphere of the area/s visited;
- ✓ Attractiveness or otherwise of the area/s visited;
- ✓ Availability of resources;
- ✓ Health and Safety (where appropriate)
- ✓ Pupil/Student behaviour and attitudes;
- ✓ Pupil/Student engagement in lessons;
- ✓ Relationships observed.

Responsibilities of visiting Governors and Staff

- a) Visiting Governors and staff will be courteous and considerate at all times and respect the role that each has to fulfil;
- b) Governors will not make judgements about the effectiveness of the teaching they observe;
- c) Governors will not pursue personal agenda or seek to take advantage of their position;
- d) Governors will express their gratitude, and any immediate positive feedback to staff (and pupils) and provide verbal feedback to the headteacher at the conclusion of each visit;
- e) The Headteacher will provide feedback to appropriate staff as soon as possible after each visit;
- f) Governors will record their visits and observations (non-judgementally) in a written report for consideration at the next meeting of the governing body (or curriculum committee if appropriate). (See sample report form below)
- g) All parties will agree any appropriate follow-up action;
- h) Governors and staff will respect confidentiality arising from any aspect of the visit.

(Name of School)

Governors Visit Report Form

Name of Governor:	Curriculum Area	Date of visit:
Class visited:		
Class Tutor:		
Objectives of visit: 1. 2. 3.		
Brief Notes:		
Signature of visiting governor:		
Date:		