



Policy for Governor Visits to School and Training Attended

Date of Policy: Mar 2010
 Responsibility: Full Governing Board
 Date of 4th Review/Revisions: November 2018
 Date of Review: November 2020

VISITS – There is a Governor Visit Programme

1. Rationale/Purpose

- Governors need a clear understanding of the work of the school. They need to meet staff and pupils.
- Visits can demonstrate to staff that governors take their responsibilities seriously and are interested in what goes on.
- A formal visit is a significant act.
- Governors can gain information and impressions that will assist in decisions and statutory duties.
- Governors are OBSERVERS *not inspectors*.
- Visits should relate to our responsibilities as governors and our capacities as individuals.
- Governors can recognise and help to celebrate success.

2. Visit Protocol - ALWAYS

Before	Arrange details of your visit well ahead with Teacher, Governor and/or Headteacher
	Consider confidentiality issues.
	Think about your contribution.
On the Day	Report to School Office
	Talk with Head or Deputy at start of visit to be clear about the programme and feedback again to them at the end of the visit.
	NO NOTES to be taken during the visit.
	Take opportunities to talk to pupils and ALL staff. Registration/Classes/Breaks/Lunchtimes all provide opportunities. Be there for Registration or before and after School.
	Do thank the staff for their assistance and talk with them about the positive things that you have seen. As questions if you need to.

Visits give us a glimpse/snapshot of what goes on. They provide us with a 'feel' of the school and a flavour of its work.

What we observe about the ethos, atmosphere and the character of the curriculum helps us to make informed decisions. We need to look at how pupils relate to other pupils and staff and the motivation and behaviour of pupils. By talking to staff and watching interactions, we need to ascertain morale within the school. We can see directly the condition and suitability of premises and the adequacy and availability of resources.

Consider what you have seen and report back to the next Full Governing Board meeting using the visit form.

3. Monitoring & Evaluation

Governor visits will be an on-going agenda item at Full Governing Board meetings.

This policy will be reviewed bi-annually.

Key Questions:

- Are our visits effective?
- Have there been any unexpected benefits?
- How can we make the policy and practice even better?

Signed

Date

Position



Record of Governor Visit

Form to be filed in Governor Visits File

Name:	Date:Time:
<u>Outline of Visit & Brief Notes</u> <u>Area to monitored linked to Priority 1, 2, 3, and/or 4</u>	
Three Positive Comments: 1. 2. 3.	
Two Questions (if needed): 1. 2.	
Follow Up Actions (if required): 1. 2. 3.	
Safeguarding Comments	