



Cranford C E Primary School

Governor Visits Policy

Date First Issued: April 2019	Date Last Reviewed: April 2019	Review Frequency: Every 2 years
Written by: Richard Albert		Approved by: FGB
Committee Chair Signed/Date: <i>H Buckley 4/6/2019</i>		

Scope

This document is applicable to the following:

Parent/s & Carers	✓	Staff	Community
Children	✓	Governors	Volunteers/Visitors
Contracted external support			

Purpose

Governing bodies have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Through visiting our School, the governors can get to know it better. The governing body is a corporate body and every governor should visit the School as a representative of that body, not as an individual. There must be an effective partnership between governors and staff, based on mutual understanding and trust, which benefits the whole School community. This policy will provide an agreed framework within which governors will plan and carry out School visits.

Visit Programme

The Monitoring Programme indicates where Governor support is requested and is disseminated by the Executive Headteacher. These are the minimum requirements. If individual governors can visit more frequently, at the convenience of the School staff, that would be appreciated but is not expected. The programme will likely request:

- 1:1 meetings with the relevant Subject Co-ordinator during the academic year
- Autumn, spring and summer terms: Lesson Visits

NB Lesson visits will be in the company of either the Executive Headteacher, Head of School or another member of the SLT. This will enable the governors to gain an understanding of the quality of teaching in the school from the perspective of the Senior Leadership Team.

Meeting Guidelines

The Governor should arrange a mutually convenient date and time to meet the relevant subject co-ordinator. The initial 1:1 meeting will be to discuss the year/terms ahead and include consideration of the curriculum, planning and anything else the teacher feels the Governing Body should be made aware of.

The Subject Governor should then arrange a mutually convenient date and time to visit a lesson with the subject co-ordinator, who will make these arrangements with the relevant Class Teachers. Consideration will be given to the total number of lesson visits that can take place in a given period without disrupting the work of the school.

The focus of the visits will be to ensure the governors understand how the curriculum is taught. They may also be in conjunction with the School Improvement or Development Plans and in line with what has been discussed at the 1:1 meeting.

Governors visit to learn more about the School and to gather information to inform the governing body's decision making. It is not their role to judge the quality of teaching: monitoring staff performance is the job of the Executive Headteacher and the Head of School. However, it will be helpful for governors to visit one lesson per year in the company of the Head or Deputy Head as they carry out a formal lesson observation under the Performance Management Policy.

On arrival at the School, Governors should be punctual, sign in and wear your name badge. On arrival in the classroom please be discreet. If possible, we encourage participation rather than observation from the back of the room, however, at a formal lesson the latter approach may be more appropriate and should be discussed beforehand. Governors should think carefully about what they say and do during the lesson. They should be courteous, tactful, positive and interested. They should avoid criticism and never make a comment on the teacher's conduct of the lesson or on individual pupils.

Governors must remember that they are a representative of all the governors: what they say will be understood by the staff to be the views of the governing body as a whole.

Governors must avoid making promises on behalf of the governors but of course offer to take comments, questions or requests from staff and pupils to the next relevant governors' meeting.

If Governors witness something that concerns them, they should use discretion and either approach the teacher or SLT member after the lesson.

There is no specific protocol about parent governors visiting their own child's class as this may be inevitable. However please ensure that all classes are equally visited.

Confidentiality is paramount and nothing that is viewed within the classroom should be discussed outside the remit of the Governing Body. Governors must be aware of, and adhere to, the School's Child Protection Policy.

Before they leave, Governors should thank the staff for supporting them in their role as a governor. Also they should offer to forward staff a copy of the Visit Record Sheet that they will be compiling.

Reporting Guidelines

Governors must ensure they make an accurate record of their visit as soon as possible (see Appendix A). Each visit record should be sent to the Clerk to the Governors who will forward a copy to the Chair of the Staffing and Curriculum Committee. The Chair will then ensure the visits are minuted in future meetings.

Ad-hoc School Visits

All Governors are encouraged to attend ad-hoc events throughout the School Year. At these times, even if they are attending on a personal basis as well as representing the governing body, they must ensure that they sign in as a governor, wear their name badge and make a record of their visit. Some examples of these events are:

- Collective Worship
- Church services
- School productions
- Sports Day
- Celebration events
- Fundraising events (e.g. Autumn Fair, Summer BBQ)

Review of this Policy

This policy will be reviewed every 2 years by the Governing Body. The views of the staff on Governor presence within the School will be sought as part of the annual review process. The governing body will also consider if the visit programme is contributing to the information that the governing body has about progress towards priorities and targets identified in the Academy Improvement Plan.



Cranford Primary School
Governor Visit Report

Name	
Date Of Visit	
Focus Of Visit	
Classes/staff visited	
Summary of activities	
What I have learned as a result of my visit	
Positive comments about the focus	
Aspects I would like clarified/questions I have	
Ideas for future visits	
Any other comments	

Signed _____(Governor)

Signed _____(Headteacher)