



Redlands Primary & Nursery School

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# Governor Visit Policy

Member of staff responsible: Head Teacher

Date policy written: April 2015

Date approved by the governing body: Summer 2017

Date to be reviewed: Summer 2018



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**Governor Visit Policy**

**Introduction**

Many governors worry about making visits to school and particularly about visiting a classroom. The purpose of this policy is to suggest how a visit could be conducted in a way that allows governors and staff to gain the most from the visit. Visits should have a clear purpose and can be used to:

- Observe
- Evaluate resources and environment
- Gather information to assist in decision making
- Support the staff
- Become known by the staff and demonstrate commitment
- Monitor the work of the school

**Governor Commitment**

Each of the governors at Redlands School is assigned to a curriculum area. However, it is recommended governors also be assigned to other areas/activities of the school and make visits accordingly. Staff put in a tremendous amount of time and effort into such activities, and governors should make time to observe and acknowledge their achievements. Some areas/activities which should be considered include:

- An extra curricula activity – e.g. choir, football practice
- Musical and sporting events
- School Council
- Day trips
- Residential visits
- Assessment of school meals

Governors should make at least one curriculum visit per school year, regardless of whether their assigned subject is due for review and make every effort to visit another area/aspect of the school. If governors cannot make this commitment, then they should question whether they can make a realistic and valuable contribution to being a Governor.

**Curriculum Visit Guidelines**

*What to do before the visit .....*

- Meet with the Head Teacher or Senior Management Team member to discuss your plans and seek approval to proceed
- Meet with the class teacher or other staff member. This is absolutely essential. Recognising tensions, being explicit about purpose and building a trusting and professional relationship are key to ensuring visits are a valuable experience for all concerned.



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- Arrange a date, time and duration of visit
- Discuss the purpose
- Find out how (if at all) you should get involved with the lesson
- Discuss whether note taking should be allowed – respect the teacher’s decision
- Arrange a convenient time to feed back your observations
  - Should be in the form of a one-to-one discussion no more than one week after the visit
- Get to know more about the subject. Is there any literature you can read?
  - Strategic Plan
  - Curriculum Plan
  - OFSTED Report

*The visit can take the form of*

- Meeting with staff
- Pupil interview
- Looking at pupils work
- Meeting with selected staff groups

*What to do during the visit .....*

- Dress ‘smart casual’ – don’t be intimidating
- Do what you agreed in the meeting with the class teacher
- Get involved
- When appropriate ask questions, be courteous not critical
- Keep an open mind, be flexible and go with the flow
- Make sure that you arrive on time
- On arrival remember to follow the school’s security procedures and wear id
- Remember that you are there to learn
- Avoid getting drawn in to any discussion on personal or general staff grievances.

*What to do after the visit .....*

- Write down your observations as soon as possible
- Don’t forget your one-to-one feed back session with the staff member at the agreed date & time
- Complete the school proforma
  - Issue to the staff member and Head within two weeks of the visit. Once agreed it will be passed to Clerk for distribution
  - As a guide, use the following headings:

Date of Visit	Staff Member	Lesson/Event
Purpose of Visit	Observations	Concluding Remarks
- On their report Governors be prepared to answer questions at the next Full Governors Meeting