

Prospect Hill Infant & Nursery School



Policy for Governor Visits

Agreed By Governors: Spring Term 2018

Review Date: Spring Term 2021

Signed  Chair of Governors

Signed:  Head Teacher

*Due regard has been given to equality
legislation when updating this policy*

Governor Visits

Governors are welcomed into the school to participate in school life and work in partnership with the staff to enable the school to provide a high quality education for the community

Through our programme of individual governor visits we aim to:-

- Improve governor knowledge of the ethos of the school and awareness of the work on the curriculum.
- Assist the whole governing body to fulfill its statutory role.
- Improve governor understanding of the needs of the school and the priorities for the future school improvement plan.
- Monitor and evaluate the current school improvement plan especially in relation to curricular issues
- Improve governor links with staff, pupils and parents.
- Help governors to be better able to support the school community.
- To highlight the needs for particular resources.
- During visits, Governors must work within the guidelines set out in the code of conduct for Governors at all times. Please see Code of Conduct for Governors Policy

Timetable of visits

- All governors to visit at least once a year during the working day, according to the timetable agreed by the strategic development committee
- All new governors are offered an introductory visit soon after their appointment to the governing body as part of their introductory programme.
- Governors are welcome to informally visit the school taking into account the needs of all concerned and the appropriate timing of visits e.g. assemblies
- Specific invitations are sent for some occasions.
- Visits to talk with the head or curriculum coordinator can also be made by appointment.
- Governors receive copies of parents' newsletters which contain notice of events and are welcome to attend these.

Focus of Monitoring Visit

Governors will focus on:

- Their curriculum areas and aspects of the school improvement plan relating to the subject
- On major aspect of delivery of the curriculum, for the subject
- The delivery of the policy for the subject
- To gain background information about how the school operates
- To look at the school premises

Format for visits

1. Arrange a visit with the appropriate teacher and agree the aim of the visit and arrangements for it in advance. Ensure Head Teacher is aware of the details of the visit.

2. The visit - Most visits take place in the classroom and staff will have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor. This might include;

- Supporting a group of children on a set task
- Informal observations of children at work
- Opportunities to speak with children on their work in progress
- Opportunities for observing displays of work in the classroom which show progress over time
- Opportunities for pupils to demonstrate work to governors
- Governors should be aware of the confidentiality of what they see and hear and should not discuss it with parents or staff
- Governors should be discreet so as not to disrupt the lesson in progress.

Safeguarding

Notts County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff, volunteers and Governors to share this commitment.

During visits, Governors must work within the guidelines set out in the safeguarding policy for our school.

The Follow Up

1. Governor to fill in a report sheet for governing body/staff as appropriate - See Appendix (1), (2) and (3)
2. Feedback to the staff member and Head teacher
3. Feedback to governing body in full governing body meeting/strategic development committee that the visit has taken place, and report any issues for the Governing Body
4. Governors and staff to update the policy every three years.
5. Place a copy of the Governor Visit Report in the File in the office and give a copy to the teacher/co-ordinator

Policy Updated November 2017 – L.Rose



Prospect Hill Infant and Nursery School

APPENDIX (1)

FORMAL GOVERNOR VISITS

Date:

Time from:

TO:

Purpose of Visit:

Objectives of Visit:

Links with School Improvement Plan:

Comments/Observations:

Signed:

NAME:

To be completed in conjunction with the Governors Code of Conduct Policy



Prospect Hill Infant and Nursery School

APPENDIX (2)

INFORMAL GOVERNOR VISIT FORM

Date:

Time from:

to:

Purpose of Visit:

Comments/Observations:

Signed:

NAME:

To be completed in conjunction with the Governors Code of Conduct Policy



Prospect Hill Infant & Nursery School

FORMAL GOVERNOR VISIT (2) APPENDIX (3)

DATE: _____ **TIME:** _____ **CLASS:** _____

PURPOSE OF VISIT: _____

Monitoring the School Effectiveness - Governor Check List

Classroom visits	Yes	No	Comments
Are expectations clear to the children?			
Can the children tell you what they are learning about?			
Can the teacher tell you what they expect the children to know at the end of the lesson?			
Are all children getting equal access to resources?			
Are Special Need children well supported?			
Are the children's views valued?			
Is the classroom well organised, are resources labelled and available for children's use?			
Is the classroom attractive and tidy?			
Do displays add value to the children's environment during lessons?			
Are the children on task?			
Is there a brisk pace to the lesson?			
Do they appear happy and confident?			
Do all children feel safe and well supported in school?			
Is there a period for re-cap/introduction at the beginning and end of the lesson?			
If the children have finished a task do they know what to do next?			
Are the children excited, well-motivated and interested in learning?			
Do the children show respect for each other and visitors?			

This is to help you have a clear focus to your visit. Please use which boxes you feel are relevant to your visit

Signed: _____ **NAME:** _____

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