

### Governors' visits policy

Title: Governors' visits  
Reference: SLT/G/204/v2  
Issue date: July 2017  
Review date: December 2020

---

Authorised by: J Morris \_\_\_\_\_ Date: 26.6.17 \_\_\_\_\_

Approved by: Jonathan Ash Edwards \_\_\_\_\_ Date: 12.7.17 \_\_\_\_\_

Custodian: J Morris \_\_\_\_\_ Date: 26.6.17 \_\_\_\_\_

# GOVERNORS' VISITS POLICY

## 1. PURPOSE

- 1.1. The Governors' role in all academies is to be responsible for the values, aims and strategic direction as well as to monitor and evaluate the progress of the academy. The Head Teachers are responsible for the day to day management of each academy under the direction of the Chief Executive Officer (CEO).
- 1.2. The academies are busy places in which staff have specific timetabled commitments that often cannot be rescheduled. Staff have clear lines of accountability and specific line managers, who have responsibility for the direction and monitoring of their team members. Much of this occurs through formal processes such as the construction of the team development plan, annual performance management and lesson observation.
- 1.3. It is important that Governors are therefore given appropriate access to observe the academies at work and participate in meetings and interview panels. It is also important that visits should be agreed in advance with academy staff and that all visits are recorded appropriately.

## 2. POLICY GUIDELINES

- 2.1. The CEO and Governors will annually review and agree purposes for formal Governors' visits connected to the Academy Development Plan (ADP) and other Director links to the leadership team.
- 2.2. The Head teachers, leadership team and other members of staff will facilitate these formal visits, which are to be spread over the year to accommodate commitments of both staff and Governors.
- 2.3. Governors are very welcome to make additional visits through agreement with the middle leader responsible for a key stage, department or house to assist with strategy or evaluation.
  - 2.3.1. Governors should be mindful not to engage in management activities themselves. This includes the formal observation of lessons and the direct monitoring of students' work.
- 2.4. The CEO and/or Headteachers will invite Governors to participate in staff appointments at middle leadership and above levels.
- 2.5. Any member of staff may invite a Governor to participate in an activity related to the curriculum, the pastoral programme or an extra-curricular activity. In such cases, the member of staff should inform the appropriate Head teacher or leadership team line manager of the date and purpose of the visit.

- 2.6. Regular meetings will be held between the Chair of Governors and the CEO. Any Governor is welcome to make an appointment with the CEO or Head teacher as necessary.
- 2.7. In all cases, Governors should ensure their visit is expected and convenient, and that they sign in at reception and wear a Governor's badge for identification purposes.
- 2.8. Governors should complete a Visit Form after each visit, except those that are to support a school event.
  - 2.8.1. If all is well, the Visit Form should be passed to the Clerk for general circulation and for the archive.
  - 2.8.2. In the event of a concern, the form should be discussed with the Headteacher in the first instance, and the CEO informed. The Headteacher & CEO will add a response to the report. The report will then be passed to the Chair of Governors who will then arrange for the Clerk to be circulated.

## Document Version Control

Date	Version	Comment	Ratified by	Reviewer
26.6.17	2	Updated to apply to all Trust Academies The title 'Directors' changed to 'Governors'	Board of Trustees (12.7.17)	J Morris
26.6.17	2	2.4 The CEO and/or Headteachers will invite Governors to participate in staff appointments at middle leadership and above levels.	Board of Trustees (12.7.17)	J Morris
26.6.17	2	2.8.2 In the event of a concern, the form should be discussed with the Headteacher in the first instance, and the CEO informed. The Headteacher & CEO will add a response to the report. The report will then be passed to the Chair of Governors who will then arrange for the Clerk to be circulated.	Board of Trustees (12.7.17)	J Morris