

OAKWORTH PRIMARY SCHOOL
“committed to the safety and welfare of its pupils”
GOVERNOR VISITS TO SCHOOL POLICY

Rationale for Visits

Governors have legal responsibilities for all aspects of the school. Governors' visits to the school are necessary in order for them to be in a position to discharge some of those responsibilities.

Purposes of Visits

1. To inform governors on the day-to-day operation of the school
2. To enable governors to support and encourage the Headteacher and members of staff, and to work with them as appropriate
3. To enable governors to use their individual knowledge, skills and interests for the benefit of the school
4. To enable governors to discharge some of their individual responsibilities as members of governor sub-committees
5. To enable governors to represent the school accurately to the community and vice versa

Guidelines

Governors will be expected to carry out their duties within the legal framework of the Education Reform Act.

1. The school should provide governors with enough information to make responsible decisions.
2. All governors should serve on committees, the composition of which should be reviewed regularly to ensure a wide range of experience. Regular attendance at meetings of both the full governing body, committees and working groups is essential.
3. Governors should be encouraged to visit the school during the day, if possible.

Protocols for Governors' Visits

1. All visits should be arranged through the Headteacher or a member of the leadership team if non-teaching related, and governors must sign in and sign out of school
2. The detailed arrangements for a visit to monitor teaching learning should be agreed with the Headteacher in advance of the visit
3. Governors who observe lessons must take care not to obstruct the teaching and learning in those lessons. At the end of lessons, governors should thank members of staff but should refrain from expressing any judgements on the quality of teaching and learning
4. Governors who observe any matters of concern should express those to the Headteacher at the end of the visit

Protocols for Reporting Governors' Visits

1. Governors who visit for the purpose of familiarising themselves with the work of the school are not expected to produce a written report, although their visit should be recorded using the Governors visit forms and will be noted at the next governors' meeting. Any matter of concern should be reported to the Headteacher.
2. Governors who visit for purposes of their specific responsibilities, such as their link towards SIP or specific year should complete a report to be submitted to the Headteacher and Chair of Governors and included in the following full governors' meeting.
3. In producing written reports on their visits, governors should take care to keep within the limits of their individual competence when expressing any judgements on the quality of the school's provision. However, a report may raise questions to be answered by the Headteacher at the appropriate committee or full governors' meeting.

This policy will be reviewed every two years, or earlier if necessary.

Signed  Dated: 21.11.2018
Chair of Governors