Governor Visits to School Policy
Our mission statement: Our school aims to work with its community by providing an education of the highest quality within the context of Christian belief and practice.

Our motto is ‘Happy to Learn Together’.

Governor Visits to School

Governors are a recognised and valued part of the ongoing development and progress at Sandford St Martin’s Primary School. A strong partnership of support and challenge is essential to allow the whole school community to be successful therefore, as Governors, we are to take an active role in school life; learning about the school’s practice through volunteering, observing, questioning and supporting.

Confidentiality

Being a governor is both a responsibility and a privilege. All visits and observations within school should be carried out in line with the signed ‘Governors Code of Conduct’ and so individual governor views should only be discussed in the arranged feedback meeting and not elsewhere.

Purpose of a Visit

Visits are undertaken to:

- improve Governing Body knowledge of the School and the people that work in it;
- assist the Governing Body in monitoring the implementation of the School Improvement Plan;
- assist a Governor to fulfil a specialist governor role such as Inclusion;
- assist the Governing Body in fulfilling its statutory duties;
- assist the Governing Body in making informed decisions.

Governors should not pursue any personal agendas or arrive with inflexible pre-conceived ideas.

Governors are not to communicate any personal judgements regarding pupil’s work, behaviour, any teacher’s classroom practice or issues relating to the day to day running of the School. That is the responsibility of the Headteacher.

Planning a Visit

Visits should be undertaken only as part of a strategic programme formally organised by the Governing Body or one of its Committees and with approval of the Headteacher.

The Headteacher should be kept informed of, and agree, the subsequent details of the planned visit.
If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the Leadership Group.

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures (including fire safety) + the attached visit protocol sheet - prior to making the visit.

**During a Visit**

Governors will at all times report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.

If visiting a classroom, the Governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.

Governors should be aware of their behaviour and avoid any implication that they are inspecting such as by using a clipboard.

**Following a Visit**

After visiting the school the governor(s) should reflect on the visit and where necessary, write a short report about the content of the visit and any findings. See Appendix 1.

The governor should report back to the Governing Body or Committee as appropriate.
# Notes for Governor Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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## Purpose of visit
Previously agreed by the Governing Body with the Headteacher

## Links with the School Improvement Plan
How does the visit relate to a priority in the School Improvement Plan?

## Comments on the focus of the visit

## Any key issues arising for the Governing Body in relation to the focus of the SIP

## Action following Governing Body meeting
Record any action agreed by the governing body with regard to this visit
Appendix 2

**Protocol for Visits**

Governors visit their school to enhance their understanding of the school’s work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have an agreed schedule of governors’ visits to the school, reflecting the priorities in the school improvement plan and the specific interests and responsibilities of governors, and we keep a file of visit reports.

<table>
<thead>
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<tbody>
<tr>
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<td>Turn up unannounced.</td>
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<td>Agree how much time (a timetable is a good idea).</td>
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<td>Agree when you will discuss the visit with the headteacher.</td>
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<td>Consider practicalities (dress, parking, time of arrival, who to report to, how to make notes, breaks and lunch).</td>
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<td>Find out how each teacher wants you to contribute (or not!).</td>
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**BEFORE**

- Introduce yourself to staff and pupils.
- Note and praise the positive.
- Ask questions to increase understanding.
- Remain focused on the purpose of the visit.

**DURING**

- Thank the teacher and pupils.
- Discuss visit with the teacher.
- Write a thank you note to teacher and pupils.
- Compile a report (use framework if appropriate).
- Raise any concerns sensitively with the headteacher.

- Walk in with a clipboard.
- Arrive with pre-conceived ideas.
- Interrupt the teacher.
- Make professional judgements about staff expertise (we are not inspectors).
- Pursue one’s own personal agenda/ focus on the progress of one’s own child.
- Monopolise the children’s or the staff’s time.

**AFTER**

- Leave without a word.
- Break ‘Code of Conduct’ Confidentiality rule

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<tr>
<td>Date adopted: 20(^{th}) October 2016</td>
<td>Version: 1.0</td>
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<tr>
<td>Last Reviewed: October 2016</td>
<td>Review Cycle: Every two years.</td>
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<tr>
<td>Revision Ref:</td>
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<tr>
<td>Author/Owner:</td>
<td>School Improvement Committee</td>
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