



# **Governing Body Visits to School Policy**

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**March 2017**

Approved by GB: March 2017

Next review due: March 2020

## Aim of this policy

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The aim of this policy is to set out guidance on making the most of visits made by the Governing Body, as individuals or as a group, to the school.

## Purpose of Visits

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It is important for Governors to continually increase their knowledge of how the school works, to improve their understanding of the school's strengths and weaknesses and to support, monitor and evaluate the effectiveness of the school.

A visit to the school is an opportunity for Governors to gather their own evidence of how the school is performing in addition to measures already available to them such as Headteacher reports, external monitoring reports from the LA, SATs results. It also allows other aspects of the school to be evaluated - providing an understanding of the ethos of the school; an opportunity to witness the behaviour, attitudes and personal development of the children; and to ensure that the school is fulfilling its statutory duties with regard to SEN, race equality, disability and sex. It also offers the chance to meet teaching and support staff, and pupils and to develop the relationships that will enhance their role as Governors.

The role of visiting governors is that of critical friends and NOT to make judgments. The objective must always be to add to the Governing Body knowledge base about all aspects of school life.

Feedback to Committees or the full Governing Body following their visit is essential to inform future plans, help shape the vision and direction of the school and to also provide documentary evidence that the Governing Body is fulfilling its role.

## Planning Visits

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A planned programme has been developed whereby each Governor is expected to be able to visit the school on at least one occasion every year.

Visits are made by:

- Individual Governors in their role as a 'Link' Governor for a curriculum area.
- As a 'Link' Governor for monitoring other areas ensuring statutory responsibilities are fulfilled (eg. SEN, Child Protection).
- As a Committee.
- As a whole Governing Body visit.
- The Chair will also visit the Headteacher on a regular basis.

It is important for Governors to realise that **GOVERNORS DO NOT HAVE AN AUTOMATIC RIGHT TO VISIT THE SCHOOL**; it is always with the invitation, agreement and the permission of the Headteacher.

## Focus of Visits

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The focus of any visit will be agreed in advance so that all involved understand the objectives of the particular visit and in this way are able to make the most of the time available. Well planned visits allow both staff and Governors to understand their roles, to consider any questions they may wish to ask each other, issues to explore, but with minimal disruption to school life.

Visits should also be made with the School Development Plan in mind so that current priorities can be assessed and evaluated.

## Recording Visits

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Feedback from any visit is essential if the visit is to have any benefit. It is a way for the Governing Body to monitor progress and evaluate aspects of school life thus helping inform decisions in future.

Governors should consider any questions or issues may have arisen from their visit; reporting should take the form of a written record; this maybe provided via a standard form (see appendix), or a short written note. An oral report should also be provided to the relevant committee or full Governing Body meeting, which is then recorded in the minutes of that meeting.

Feedback should also be given to the staff on any visits made to further develop the relationship between Governors and the school. For individual visits this may be that the staff member receives a copy of the record made by the visiting Governor. For whole Governing Body visits, a report by the Chair will be presented to the Headteacher who will then be able to provide feedback to the staff.

## Suggested Annual Programme of Governor Visits

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Autumn Term	SEN, Literacy, Child Protection (meeting with school Child protection leaders)
Spring Term	ICT, Numeracy
Summer Term	Joint visit for all Governors. This is a morning or afternoon planned each year whereby Governors are linked to a particular cohort of children meaning they will follow a Year Group through the school. Assemblies, School Council meetings and School Meals provision may be part of this visit.



## Report on Governor Visit

<b>Governor Name</b>	<b>Date of Visit</b>
<b>Focus / Reason for Visit</b>	
<b>Summary of visit</b>	
<b>Any items to follow up</b>	
<b>Suggested Focus for next visit</b>	