

Rimrose Hope CE Primary



Governor Visit Policy

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Rationale

This document aims to give guidelines to governors and staff on the purpose and process of school visits. Governing Bodies have a responsibility to be aware of standards of achievement in the school. To this end governors are linked to the main areas of the curriculum, and through visits and discussions between the governors and subject leaders, the whole governing body will be better informed about these areas of the curriculum. Governors should use their visits to collect information to report back to the governing body on progress toward key priorities or initiatives in the School Improvement Plan (SIP) and the School Development Plan (SDP). Planned and focused governors' visits contribute significantly to more informed decision-making by the governing body.

Types of Visits: (Appendix 2)

Formal visits

- To consider the standards of achievement in a given subject across the whole school
- To see how a subject is monitored and managed within the school
- To discuss with staff and children particular subject areas
- To gain knowledge of how a subject is taught

Informal visits

- To become more familiar with daily school life
- To help in the classroom
- To join in and be part of the school community

Each of the above types of visit is equally valid and useful for governors and the school. The aim is to encourage both types of visits with as many governors as possible participating in the life of the school.

Procedure and responsibilities

Governors should familiarise themselves with supporting documents, in particular the SDP/SIP and the current version of the Ofsted School Evaluation document. What do these documents tell them about the subject area they are responsible for eg plans, issues, objectives, and targets?

Out of courtesy and in order to get the best from a visit, particularly formal visits, it is best to arrange visits with subject leaders at least two weeks in advance

It is the responsibility of the subject leader to keep the Head informed.

Participation in Governors' visits is an important and formal part of the subject leader's role and should be given appropriate priority by teaching staff. (Appendix 1 Link Governors and Coordinator's List)

Feedback to the Governing Body

As a matter of course, any information governors are planning to feedback to the governing body should be discussed in the first instance with the member of staff involved in the visit.

Any written report should be shared with the appropriate member of staff and the Headteacher before presentation to the GB. However it is not necessary for the report to be agreed by all parties before it can be presented to the GB although, in the, hopefully unlikely,

event of disagreement, the grounds for the disagreement should be made clear to the Governing Body.

Formal Feedback

A feedback form should be completed for all formal visits. The subject governor will need to liaise with the Chair of Governors to ensure that they are able to contribute at the next main meeting eg ensure item on agenda etc. (Appendix 3)

Informal Feedback

General observations on visit that may include feedback from children, staff, parents as appropriate. These could inform the basis of an oral presentation to the Governing Body.

Suggested Framework for visits

Governors should aim to have two formal visits per year - possibly in the Autumn and Summer terms

Autumn Term - initial meeting with subject leader to discuss plans for the development of the subject over the coming year.

Summer Term - review meeting to discuss how matters are progressing, particularly with regard to any targets which may have been set in the school improvement plan and performance in the SATs.

Informal visits to be undertaken by individual governors according to time and willingness!

- Please remember to:
- Arrange details of visit in advance
- Agree levels of confidentiality
- Observe any class rules
- Be sensitive about taking notes
- Save your questions/comments for staff until the lesson is over
- Thank the class before you leave them

Policy Agreed:

P Cummins - Chair of Governors

L. Crilly - Headteacher

Dated: Autumn Term 2022

This Policy will be reviewed September 2024 by:
SMT/Governors