



Lings Primary School

# Governor School Visits Policy

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## 1 Introduction

Governors worry about visiting School and especially about visiting classrooms: this policy suggests how a visit can be conducted in a way that allows the Governors and staff to get the most from the visit. Visits need a clear purpose and should be used to:

- Observe
- Evaluate resources and environment
- Gather information to assist in decision making
- Support the staff and demonstrate commitment
- Monitor the work of the School

## 2 Governor Commitment

Each of the Governors at Lings Primary School is assigned a curriculum area. However, this does not mean that Governors are excluded from visiting other areas or becoming involved in other activities around the School. Staff often put tremendous amounts of time and effort into such activities and Governors should try to make time to observe and acknowledge these achievements.

Examples of such activities include:

- Extra curricula activities e.g choir, football practice
- Music and sporting events
- School Council
- Day trips
- Assessment of school meals

Governors should make at least one curriculum visit per School year, regardless of whether their assigned subject is due for review and try to make at least one other visit to the School e.g for an special assembly. If this is not possible, one must question how possible it is then for a Governor to make a real and valuable contribution.

### 3 Visit Guidelines

Before a visit, a Governor needs to:

- speak to the Head and SLT member to discuss the visit plan and seek approval.
- meet with the class teacher or staff member concerned.

This is essential as being able to be explicit and clear about the purpose of the visit helps to build a trusting and professional relationship. This is the key to ensure a visit is a valuable and worthwhile visit for all concerned. The Governor can then:

- arrange a date and time and duration of visit,
- discuss the purpose of the visit.
- find out how, if at all, the Governor should get involved with the lesson.
- discuss whether note taking is acceptable to the teacher.
- arrange a suitable time for feedback on observations. (This should be a one to one discussion, no later than one week after the visit.)

#### 3.1 In preparation for this visit, what literature is available?

- The School Development Plan
- Curriculum Plan
- Ofsted report
- Relevant Policies

The visit could take the form of:

- meeting with staff
- pupil interview
- looking at pupils work
- meeting with selected staff groups

### **3.2 What to do during the visit**

- Dress smart casual
- Do only what was agreed at the meeting with the class teacher,
- but do get involved
- When appropriate ask questions, be courteous not critical
- Be flexible, have an open mind and go with the flow
- Make sure you are on time
- When you arrive, follow the School's security procedures and wear identification
- Remember you are there to learn
- Avoid getting drawn into long discussions or staff grievances

### **3.3 What to do after the visit**

- Write down your observations as soon as possible
- Do not forget the one-to-one feedback session with the member of staff at the agreed time and date
- and, complete the school proforma
- Issue to the member of staff and Head within two weeks and once agreed upon
- Governors must be prepared to answer questions on the visit at the next FGB meeting.

**Forward the report to the Clerk of Governors for distribution to the Governing Body, if appropriate.**

## Lings Primary School Governor Visit Report

Visit made by:	On:
Purpose of visit:  Links With School Development Plan:	
Observations/Comments, including evidence: (factual - not opinions)	

Key Issues for the Governing Body:

Governor .....

Staff member .....

Head Teacher .....

Date .....

**Confirmatory Signatures**

Signed.....Head Teacher

Signed.....Governor

Approved on.....

To be reviewed on.....