



## Governor Monitoring Visits Policy

### Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. The Governors visiting programme is an integral part of the school's yearly monitoring calendar. The governors' work plan, written in consultation with the governors and school development plan dictate the focus and timings of governor monitoring opportunities. Each Governor is encouraged to make at least one visit a year during school time to monitor an area of the School Development Plan in accordance with the agreed timetable.

Visits enable Governors to:-

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and the activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first hand information to assist with policy making and decision taking
- Work in partnership with the staff.

**Before making a visit** Governors and the Headteacher will

- Agree a date, time and focus for the visit
- Clarify the etiquette, courtesies and expectations for the visit
- Plan which classes will be visited
- Draw up a timetable for the visit with the Headteacher
- ensure that all staff are aware of the visit and the expectations on them.

**On the day of the visit** the Governor will remember to:-

- Arrive on time and clarify the timetable with the Headteacher
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit

**After the visit** the Governor will:-

- Remember to thank the teachers and children
- Meet with the Headteacher to give a verbal report, and to raise any issues that arose
- Complete the Governor Visit Pro-forma, reporting on the focus. The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff

- Governors must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. **The visit is not about:-**

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

## Governor Visit Pro-forma



**Governor's name:**

**Date of visit:**

**Focus of visit:**

**Classes Visited** (or staff meeting, leaning walk)

**Sources of information:**

e.g. Headteacher, class teacher, displays, children's work, talking to children, looking at resources or other evidence)

**General Comments:**

**Summary of what was learned:**

**Points to take forward for discussion at the governors meeting:**

**Signed:**

**Signed Headteacher**

**Received by the Governing Body:**