

## **Governor Visits Policy**

Spring 2017

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### **Summary**

This policy outlines the Governor Visits policy for Fieldhead Carr Primary School.

Author's Job Role	Deputy Headteacher
Date	Spring 2017
Internal Review Date	Spring 2018
Review date	As changes

**Principle:**

In order to carry out their role responsibly and effectively, it is important for governors to know the school well. One way to achieve this is through school visits. Visits provide an opportunity to develop a good awareness and understanding to help them in their strategic role as well as to develop teamwork with school staff. Visits help provide an understanding of the way in which the school operates to embed its ethos and achieve its aims. Visits allow governors to support the school through informed decision making.

**Practice:**

Governors will, under normal circumstances, visit the school by appointment with the Headteacher or appropriate member of SLT as agreed.

Confidentiality will be respected at all times

All Governors will be expected to visit the school at least once per annum.

Governors will at all times follow the procedure for visitors in order to provide a good example for other visitors.

Governors will recognise at all times that they have a strategic role and that the Governing Body acts as one. They will respect the professional roles of staff and will raise any issues appropriately at meetings of the Governing Body or its committees.

Visits to school by Governors should, wherever possible, help to inform the strategic role of the Governing Body and be linked to the school improvement plan.

Governors will recognise, and make clear to parents upon hearing concerns or receiving complaints, that particular issues should be firstly addressed by the school staff and the Headteacher. If these avenues fail to resolve an issue of concern complaints should be addressed to the Chair of Governors to ensure that appropriate procedures are followed.

Governors acting as voluntary helpers will be treated and will expect to be treated the same as other voluntary helpers in the school including limits to responsibility, supervision arrangements, training and support, and safeguarding checks where deemed necessary.

Governors will be expected to contribute feedback to the governing body or its committees arising from visits to the school.

New Governors will be offered, at an early stage, an opportunity to visit the school, at a date and time agreed with the Headteacher in order to gain an understanding of systems and practice and current issues.

The Governing Body's policy on visits to the school by governors will be made clear to all new governors through inclusion in an induction process which will be the responsibility of the Chair or the Vice Chair.

This policy will be monitored through feedback from governors and staff reported to the governing body or a committee.

Appendix:

Link Governors

Managing a visit.

## **Link Governors**

Each class is assigned a governor who will be invited into school to get to know the children and staff and to see how teaching and learning happens every day.

Link Governors will have opportunities to work with groups of children and support the class teacher. They may also be invited on school visits, to assemblies and special events related to their year group.

Link Governors will be able to feedback to the governing body on the following key areas:

Pupil attitudes to learning: Are pupils on task, seem happy, eager to learn?

The class atmosphere: Is there a calm productive atmosphere which supports learning?

Team work within the class: Are there opportunities for pupils to work collaboratively to support their learning

Pupil behaviour: Does any pupil behaviour stop or impede learning?

### **Managing a Visit:**

Governors are visiting on behalf of the governing body and as such all visits should be in line with the agreed procedures so that the best use is made of the time of governors and staff.

#### Planning:

- The style of the visit should be considered, general attendance at assemblies or school masses, individual visits or paired visits to support new governors
- The visit must be agreed in advance with the Headteacher or with the staff member involved
- Consideration should be given to avoiding busy times e.g. SATs weeks
- Appointments must be kept with prompt timekeeping
- Where possible Governors should respond to invitations

#### The Visit:

- Safe guarding procedures must be followed. Governors will at all times report to the main school office or to an agreed member of staff upon arrival and follow the procedure for visitors, e.g. signing in, visitors badges
- At the end of the session the governor must thank the staff and offer immediate positive feedback
- Courtesy should be shown to all in the class including pupils
- Visit to support the school not to inspect or make judgements
- Do not write detailed notes – aide memoirs only

#### Post Visit

- Discuss any issues with the Headteacher
- Complete a short note of visit as soon as possible after the visit and discuss it with the headteacher in advance of any Governing Body meeting
- Don't make judgements
- Reflect on what you have learnt from the visit that will improve your understanding.

**Fieldhead Carr Primary School - Record of Governor's Visit to School**

Name:			
Date:		Term	Autumn  Spring  Summer
Visit to:			
Purpose of visit:  <i>(including any links to school improvement plan)</i>			
Activities seen:			
Comments:			

Signed .....

Governor Role ..... (e.g. Parent/CP Governor/Resources etc)