


Stockbridge Primary & Pre-School



Policy for Governor visits

Approved by	Full Governing Body
Approved on	19.10.23
Review date	On or before 31 st Oct 2026
Headteacher	

Signed...Miriam White..... Role...CoG.....

Ownership: FGB

Policy aims

This Governor visits policy aims to ensure

- The purpose of monitoring visits is understood by all stakeholders
- That expectations are clear for carrying out visits, including necessary preparation and expected conduct
- The reporting back procedure to staff involved in the monitoring visit, to the Headteacher and to Governors is clear.

Purpose of visits

Visiting school on a planned, regular basis allows governors to:

- Better understand their school's strengths and areas for development.
- Determine if agreed policies, procedures, vision and values are working in practice.
- Identify how resources are being used.
- Show staff and pupils that they are interested in the life, work and achievements of a school.
- Experience the culture and ethos of the school.
- Listen to pupil voice.
- Ensure information being given to them is accurate and truly representative of school priorities, position
- Help determine the future direction of the school

Monitoring visits should focus on:

- Strategic priorities and key policies agreed by the governing board
- The evaluation of progress: are the things people say are happening actually happening?
- Seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)

Frequency of visits

A monitoring schedule for Governors is drawn up in September each year and shared with the full governing board at the first meeting of the year. Visits should be agreed termly with school leaders and relevant staff.

Visits should be scheduled to allow governors to see relevant activities and strategic milestones which happen in the day to day life of the school.

Arranging & preparing visits

Visits are arranged through either:

Headteacher – where they are meeting strategic priorities linked to the school development plan or finances

Via the school office or with school staff directly where they are liaising with regards to subject priorities and developments.

The Headteacher will provide to Governors, each term, a set of dates which fit with the general business of the school and availability of staff.

Due regard should be given to:

- How the visit fits with the schedule of board meetings, to allow for timely

feedback and discussion.

- How to avoid visits clashing with important events and/or busy periods in school life.
- The workload implications for staff who are likely to be involved in the visits

Governors are encouraged to prepare for their visit. This may include:

- Reading and familiarising yourself with the governing board's protocol for visits and the expected conduct.
- Reading and familiarising yourself with the school's policy for visitors (this is different from the governor/trustee visits policy) that includes relevant health, safety and safeguarding instructions.
- Reading the background information relating to the focus of the visit, such as relevant section(s) of the strategic plan, performance data, policies, stakeholder information.
- Clarifying the purpose of the visit with the head teacher and or relevant member of staff.
- Confirming the visit schedule and activities.

Conduct on visits

When visiting the school in a governing capacity, you should:

- Arrive in good time and follow the school's procedures (such as signing in and producing identification).
- Adopt a friendly approach that puts everyone at ease.
- Be respectful of the school at work and if you wish to take notes, check that those you are with are comfortable with this.
- If you are taking notes, be clear with everyone that this is for feedback purposes and that you are not recording judgements (for example on the quality of their teaching).
- Ask relevant questions that are closely linked to the purpose of your visit.
- Acknowledge the staff and pupils you meet.

Governors are also expected to behave in line with the governing board's code of conduct, being aware of the need to maintain confidentiality.

Reporting back after a visit

A report should be completed as soon as possible after each visit. (See appendices). A draft will be shared with the headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion in the next governing board meeting (this may be the full governing board or a committee, as appropriate). It will be posted on Governor Hub as soon as the draft has been finalised in conjunction with the Headteacher and member of staff concerned.

As Governors are not usually qualified teachers or education professionals, reports should be limited to reporting what the governor saw and heard. The 'implications' column on the reporting forms should be left blank for the Headteacher to complete. The governor who undertook the visit should indicate in the 'what's next' boxes what they will see/hear/undertake in their

next monitoring visit.

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