



# Governor School Visit Monitoring Policy

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### 1. Aims

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school. Governors do not have an automatic right to enter Rattlesden CEVC Primary Academy. When they do so, they are invited guests.

This policy sets out the procedure which all governors are expected to follow when visiting Rattlesden CEVC Primary Academy and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose so school visits are a productive and enjoyable event for all involved.

### 2. Guidance and scope

This policy takes account of best practice and guidance from the [Governance Handbook](#) (section 3.4.2).

#### 2.1 Governors are observers

Boards must know their schools in order to maintain robust accountability. Through pre-arranged visits that have a clear focus, governors will:

- Observe whether the school is properly implementing school policies, and actions from the school improvement plan
- Observe how those procedures are working in practice
- Have the opportunity to gather the views of pupils and staff

#### 2.2 Governors are not inspectors

Governors:

- Will not assess the quality of teaching and learning in the classroom
- Will not manage the school or interfere in the day-to-day operations of the school

For those governors who wish to spend time in a classroom, they will make it clear about their purpose in doing so.

### 3. Visit's programme

Governors will carry out regular school visits in order to meet the board's statutory obligation to monitor the school's effectiveness.

There are 2 types of visits:

- **Formal monitoring visits**, where governors discuss the progress of the school in a particular area with the relevant staff member
- **School Community / Informal monitoring visits**, where governors attend a community event, to see the school's ethos and community, first hand.

Governors will carry out school visits, ideally termly, according to the agreed governor monitoring schedule.

#### 3.1 Governors for health and safety, special educational needs, and safeguarding

These governors will attend:

- A termly 1:1 monitoring visits with corresponding staff leads
- Ad hoc meetings as required or requested on issues specific to their areas of responsibility

#### 3.2 Subject lead governors

Subject lead governors will attend:

- A monitoring visit with the subject lead as required

#### 3.3 Class linked governors

Where possible each governor will be linked to one class in the school. Ideally the link will not be with a class containing their child or children. At the beginning of the year governors will arrange with their linked class teacher a convenient time to visit the class.

#### 3.4 All governors

All governors will:

- Carry out at least 1 learning walk each term where possible to fit in with their work commitments.
- Attend at least 1 school assembly in the year if possible
- Attend at least 1 educational visit in the year if possible

### 4. Before a visit

Governors will:

- Notify the headteacher before scheduling a visit, even if the headteacher will not be involved in the visit. They should be made aware just as a matter of courtesy
- Schedule an appointment with relevant members of staff in order to avoid friction and ensure visits are scheduled for times that are mutually convenient. Generally, governor visits are more productive when conducted during a school day
- Be sensitive to the numerous demands staff have on their time
- Clarify the purpose of the visit in advance with the chair, the headteacher and/or relevant member of staff ahead of the visit
- Send questions in advance to the staff member so everyone can feel properly prepared
- Be familiar with the school's safeguarding policies and procedures

## 5. During a visit

Governors should know how to conduct themselves appropriately during visits in order to minimise disruption for staff and pupils and to receive the maximum benefit from the time spent.

### **Governors will:**

- Be on time and meet with the headteacher ahead of the visit
- Always wear their governor badge
- Use the agreed recording method for the visit. Photographs and videos are to be avoided unless specifically agreed with the headteacher for a specific purpose
- Remain as observers; they are not there to pass judgement on staff or inspect them
- Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so
- Check with teachers before speaking to pupils
- Pass on any concerns the staff raise with the relevant people
- Be friendly but professional and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

### **Governors will not:**

- Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning
- Interfere with the day-to-day running of the school
- Behave in a manner that would make staff feel that they are there to inspect, e.g. sit at the back of the classroom with a clipboard
- Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the chair of governors or headteacher after the visit

## 6. After a visit

Governors will complete a written report as soon as reasonably practicable [using the form attached as [Appendix A](#) (monitoring visit)] In completing the report, governors will ensure to:

- Use neutral language at all times

- Remain observational, and describe only what they see
- Focus closely on the agreed reasons for the visit, and its strategic role

Once complete, governors will submit their reports to the following people, in the following order:

- A more experienced governor for feedback - if they've been in place for less than 1 year
- The relevant staff member, both as a courtesy and to check for accuracy
- The headteacher, as a courtesy
- The chair of the governing board for sharing with the full governing body or as agreed

**Appendix 1: Template report for a monitoring visit**

Monitoring visits are where you discuss the progress of the school, the ethos, and other relevant items, in a particular area with the relevant staff member. Use this form as a reminder of what to look for and what to ask.



**Governor Monitoring**

<b>Name</b>				<b>Date</b>			
<b>Area of Development Plan – please highlight</b>							
Quality Of Education		Behaviour and Attitudes		Pupils' Development		Leadership and Management	
Early Years		Christian Nature		Buildings and Grounds		Not related to SDP	
<b>Overview of Monitoring</b>							
<b>Positive Feedback to Staff/Pupils</b>							
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>							
<b>Further Questions – please say to whom your questions are directed</b>							
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>							
<b>Does your question need to be added to a committee agenda? (Please highlight)</b>							
Yes				No			
<b>Any Further Comments?</b>							

