

**KEW WOODS
PRIMARY SCHOOL**



GOVERNORS VISITS POLICY

Governors' Visits to school

Introduction

From the Governance handbook January 2017:

3.3.2 School visits (p.25)

31. Boards need to know their school if accountability is going to be robust and their vision for the school is to be achieved. Many boards find that visiting, particularly during the day, is a helpful way to find out more about the school. Through pre-arranged visits that have a clear focus, the board can see for themselves whether the school is implementing their policies and improvement plans and how they are working in practice. Visits also provide an opportunity to talk with pupils, staff and parents to gather their views; though are unlikely to be sufficient for these purposes.

32. Boards are not inspectors and it is not their role to assess the quality or method of teaching or extent of learning. They are also not school managers and should make sure they do not interfere in the day-to-day running of the school. Both are the role of executive leaders. If boards wish to spend time within a classroom, they need to be very clear why they are doing so.

Visits

This policy is to aid governors and school staff to ensure that governor visits are structured, productive and help governors to fulfil their role.

School visits by members of the governing body are a key component to being an effective school governor and have potential benefits to both governors and staff.

Benefits to governors:

- To become known by the staff and demonstrate commitment.
- To recognise and celebrate success.
- To gain an understanding of the school curriculum.
- To understand the environment in which staff work.
- To see policies and schemes of work in action.
- To find out what resources are needed and prioritise them.
- To inform decision making.
- To help governors to challenge the work of the school.

Benefits to staff:

- To get to know governors.
- To understand governors' roles and responsibilities.
- To help governors understand the reality of the classroom.
- To have the opportunity to reflect on practice through discussion.
- To have the opportunity to share expertise.

Benefits to Pupils:

- To enable pupils to get to know governors.
- To give pupils an understanding of governors' roles and responsibilities.
- To highlight the work of the governors.
- To give pupils the opportunity to share their learning.
- To give pupils the opportunity to share their particular needs.

Governor Commitment

- Each of the governors to make at least one visit relating to their expertise/committee focus.
- Governors complete a brief proforma following the visit and record the outcomes for inclusion, where appropriate, in the overall Governors' Self Evaluation Document.

Visit guidelines

Governors are strategic leaders of the school and are welcomed into the school by staff. Therefore it is important that all governors **must**:

- remember to respect the headteacher, staff and pupils;
- acknowledge that they represent the full Governing Body; and,
- adhere to the highest standards of confidentiality.

It is important to remember that visits are a snapshot in time.

The visit is **not** about;

- inspection;
- making judgements about the professional expertise of staff;
- checking on individual pupils; or,
- pursuing a personal agenda.

In order to undertake their role objectively, governors will not visit classes containing their own children.

Following the visits:

- The governor/s will consider the outcomes of the visit and complete a brief proforma.
- If more than one governor undertakes the visit, only one proforma will be needed which will be agreed by all the governors who attended.

Informal Visits

- Governors are actively encouraged to participate in the life of the school and are always welcome to attend school events. Completing the visit proforma may not be necessary; however, register of attendance should be maintained.