

## **Governor Visits to School**

### **Policy and procedures**

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## **Introduction**

The Governing Body recognise their statutory responsibilities regarding the monitoring of school policy and the effectiveness of the curriculum. It is believed that visits when the school is in session will add immeasurably to the understanding of the school, its staff and pupils. Regular visits mean that Governors will be well placed to support the school in its community and to bring to the Local Authority or Senior Leaders any matters of concern.

The Governing Body of Grand Avenue Primary and Nursery School believe the most efficient use of time is when the visit is planned and has an agreed focus; the focus usually being related to the School Development Plan

Visits by Governors to Grand Avenue Primary and Nursery School will be;

- A- Part of a strategic programme to improve Governor knowledge of the school, its staff, needs, priorities, strengths and weaknesses
- B- Regarded as that of a 'Critical friend'; monitoring and evaluating plans, budgets and standards of education
- C- Used to ensure Governor accountability

## **Purpose of Governor Visits**

A Governor will visit a school to;

- Increase the Governing Body's first-hand knowledge base, leading to informed strategic decision making
- Learn how the school is operating
- Experience the impact and progress of school policy
- Demonstrate to staff that Governor responsibilities are taken seriously
- Establish and develop effective professional relationships with all staff
- Observe monitoring systems
- Show support and encouragement to staff and pupils
- Contribute to the school self evaluation process

Governors are not expected use visits to check on progress of known children, monopolise staff time or pursue personal agendas. Governor visits do not form part of any other evidence base eg performance management. Governor visits are not a form of inspection and Governors are not expected to make judgements about the professional expertise of staff, especially with regards to the quality of teaching.

## **Practice and Procedures**

Each Governor is linked to a particular year group, whom they visit throughout their time at Grand Avenue.

Each Governor also holds an area of responsibility, agreed at the beginning of each academic year. These areas include; Safeguarding, SEND, PPG, Health and Safety, Equality and Disability.

Governors will contact the school to arrange an agreed date and time for the visit. This contact may be made with the Deputyhead, the class teacher or subject co-ordinator.

All Governors are expected to visit the school at least termly, complete an agreed proforma and report back to the Governing Body the findings from their visit.

The variety and timings of visits will depend on the agreed area of focus, for example, Governors may visit their link year group, attend a meeting or undertake a learning walk. In all cases Governors will sign in on their arrival in the Governors visits book, record their focus and which member of staff they are meeting.

Confidentiality will be maintained at all times; before, during and after visits have taken place.

### **Examples of focus for Governor Visits**

#### **The School in Operation- this may include;**

Condition and maintenance of the premises  
The use of buildings and premises  
Security on site  
Break and lunchtimes  
Monitoring of Health and Safety  
The use and condition of resources  
Office procedures  
Assemblies  
Pupil behaviour around school

#### **The Classroom visit- this may include;**

Observation of a particular curriculum area eg Numeracy, Literacy, music  
The implementation of the curriculum  
Processes for assessment and tracking progress  
The deployment of support staff  
Talking with children about their learning

#### **The Learning Walk- this may include;**

A walk to classes throughout school with a focus eg More Able pupils  
A visit to all three classes in one year group to look at consistency  
A walk around the site to see how grounds are used to support learning  
The impact of pupil premium funding  
Compliance with Statutory assessment procedures  
Pupil voice discussions

### **After the visit**

Any concerns or points for clarification will be discussed with the Headteacher or Deputyhead as soon as practicably possible after the visit has taken place. This will usually be on the day of the visit. Comments will be limited to the focus of the visit unless Health and Safety or Safeguarding are a concern.

The proforma for visits will be completed and sent to the Deputyhead. These are then distributed to all Governors and referred to during the next FGB. (See Appendix 1)

### **Concluding Statement**

As the Governing Body has a duty to oversee the strategic operation of the school and are held accountable for its conduct and performance, it is vital that its members have a clear understanding of how school works and how the children are learning. This can only be done through regular focussed visits to school.

**Grand Avenue Primary and Nursery School**

**Governor Visits**

<b>Personal focus</b>
<b>Impact of visit on governor</b>
<b>Impact of visit on school</b>

**Visit to**

**Name of Governor**

**Date**

To be returned to Deputyhead after visit has taken place